UC RIVERSIDE | Student Services Fee Advisory Committee

Friday, January 24th, 2025; 11:00 AM to 1:00 PM
HUB 260 | Meeting Minutes
Approved on February 3rd, 2025

Name	Association	Voting Privilege[1]	Attendance[2]
Chukwufunaya Ikechukwu	Undergraduate, Chair	X	P
Nadia Aierken	Undergraduate, ASUCR VP of Internal Affairs	X	A
Phoebe Lee	Undergraduate, Vice Chair	X	A
Grace Su	Undergraduate	X	A
Andrew Wong	Undergraduate		P
Rishika Salvi	Undergraduate		P
Paula Cucurella	Graduate	X	A
Chandana Anand Rangappa	Graduate	X	P
Tatenda Nicole Mukruva	Graduate		A
Coleen Macnamara	Faculty	X	P
Scott Currie	Faculty	X	P
Sally Tavizon	Staff	X	P
Sarah Dillon	Staff	X	P
Abby Choy	Ex-Officio, ASUCR President		A
Jordan Steinhauser	Ex-Officio, GSA President		A
Luisa Levario	Ex-Officio, VCSA		A
Luis Alvarez	Staff Support, VCSA		A
Alice Chavez	Staff Support, VCSA		P
Sarai Sierra	Staff Support, VCSA		A
Angela Chien	Student Secretary, VCSA		P
Emily Lee	Student Secretary, VCSA		P

[1] "X" indicates voting privilege
[2] P: Present | A: Absent | AL: Arrived Late | LE: Left Early

Call to Order: **11:08 AM**

1. Approve the Agenda
   - *Motion to Approve the Agenda by Rishika Salvi, Seconded by Sally Tavizon.*
     - **Agenda Approved Without Objections**

2. Approve Meeting Minutes – November 20th, 2024
   - *Chair Funanya Ikechukwu noted that Funanya Ikechukwu's title should be updated to Chair, Phoebe Lee's title should be updated to Vice Chair, and the removal of fall quarter Committee Members who did not return.*
   - *Coleen Macnamara noted that Coleen Macnamara's name is missing.*
   - *Sarah Dillon stated that Sarah Dillon should be updated from Faculty to Staff.*
   - *Motion to Approve the Meeting Minutes of November 20th, 2024, by Andrew Wong, Seconded by Rishika Salvi.*
     - **Meeting Minutes of November 20th, 2024, Approved Without Objections**

3. Review SSFAC Committee Budget Training Materials
   - *Alice Chavez* reviewed the layout of the Budget Template. The Budget Template is what the campus departments utilize to explain their unmet needs in consideration for the following year. Alice Chavez broke down the purpose of each question in the Narrative section, the Financial Statement section, PERM and TEMP section, the Staffing Report section, and the Unmet Need Summary and Unmet Need Request. The Committee takes these questions into consideration when deliberating the allocation of funds to each department.
   - *Alice Chavez* stated that the Budget Templates are sent out weekly for the Committee to review and encouraged Committee Members to brainstorm questions to ask departments before each meeting.
   - *Alice Chavez* concluded the overview of the budget call process and emphasized that it is within the subcommittee's responsibility to ask questions during meetings and follow up on concerns with departments.

4. Review Subcommittee Assignments
   - *Alice Chavez* introduced the Subcommittee Assignments to the Committee. *Alice Chavez* advised the Committee to review guiding standardized questions to prepare when asking the department about their presentations. *Alice Chavez* emphasized the importance of preparing questions for respective department presentations to streamline the budget call process and subsequent budget deliberations.
   - *Alice Chavez* introduced the Standardized Questions to the Committee.

5. Subcommittee Questions for Departments Discussion
   - *Alice Chavez* reviewed the SharePoint site for accessing budget templates from departments and presentation meeting notes. *Alice Chavez* noted that all Committee Members should have access to SharePoint through their student

UCR email. If there are any problems with obtaining access, please let *Alice Chavez* know.

- *Coleen Macnamara* inquired where the SharePoint is located. *Alice Chavez* responds that *Angela Chien* has emailed the SharePoint invitations in the beginning of Fall Quarter.
- *Coleen Macnamara* requested a re-invitation to the SharePoint. Additionally, *Angela Chien* reinvited additional Committee Members who were not able to access the SharePoint prior.
- After the Committee gained access, *Alice Chavez* concludes the overview of the Subcommittee Questionnaire and further highlights the importance of preparing questions before each department meeting.
- *Sally Tavizon* asks if the narrative section of the Budget Template curates the departments history of the past four years. *Alice Chavez* replies that through VCSA, the guidelines were instituted last year. However, CFAO's can answer questions underneath the Financial Statement in the Budget Template. Furthermore, *Alice Chavez* elaborates that *Luisa Levario* will be meeting with VCSA's CFAO to discuss.
- *Chair Funanya Ikechukwu* announced the Subcommittee Assignments to the Committee. *Chandana Anand Rangappa* observed there is a spelling error in *Chandana Anand Rangappa's* name.

6. Review Bylaw Change
   - *Chair Funanya Ikechukwu* introduced the concerns surrounding Vice Chair elections to Spring Quarte. *Chair Funanya Ikechukwu* elaborated that the Committee has the option to change the bylaw and asks each of the Committee Members to express their opinion.
   - *Coleen Macnamara* asks for clarification on why the voting period would change from Fall Quarter to Spring Quarter. *Chair Funanya Ikechukwu* reiterates that if the voting period changed from Fall to Spring Quarter, the newly elected Chair and Vice Chair will be able to solidify their teamwork. However, new Committee Members who would be voted in and onboarded in the Spring may not be eligible to apply for the position.
   - *Sally Tavizon* expressed approval of the motion to change Vice Chair elections to Spring quarter. If elected at the same time, the Vice Chair and Chair can become a more cohesive unit, as well as align timelines of other student-run organizations on campus. However, *Sally Tavizon* suggested a trial run for this year. If successful, the bylaw change can be processed for the following year. The remainder of the Committee agreed.
   - *Rishika Salvi* inquires why the voting for the Chair occurs during Week 5 of Fall Quarter and if the FY24-25 Committee elects FY25-26's Chair. *Chair Funanya Ikechukwu* affirmed as it is stipulated in the bylaws. *Rishika Salvi* proposed the voting period to be pushed back to Week 7. *Sally Tavizon* advised to re-examine the timeline and expressed concern as students may be preoccupied during Week 7 due to academic commitments. *Alice Chavez* also commented that the previous Chair had recommended future Chairs to meet with the incoming Chair to discuss future SSFAC plans and trajectory. If the

Vice Chair were to be elected in the Spring Quarter, the current Chair would be able to brief and prepare the incoming Chair and Vice Chair. Additionally, *Alice Chavez* notes that the Committee will also have the entire prior year to get to know potential candidates of SSFAC Chair.
- After careful consideration and deliberation of the Committee, *Chair Funanya Ikechukwu* asks the Committee to vote to elect the SSFAC 2025 – 2026 Chair and Vice Chair in the Spring Quarter.
    - **Voting Results**
        - **Yes: 6**
        - **No: 0**
    - **The Committee will vote for the Chair in the Spring Quarter.**

7. Open Comments
    - *Alice Chavez* introduced the SSFAC website to the Committee. The SSFAC website contains documentation from previous meetings as well as the SSFAC Final Recommendations page, which Alice Chavez advised the Committee to utilize as a resource to learn about Committee recommendations from previous years.
    - *Sally Tavizon* inquired which departments will be presenting each week. *Alice Chavez* presented the Department Presentations Schedule and informed *Emily Lee* to send the finalized schedule to the Committee.
    - *Alice Chavez* reminded student Committee Members of the online training on prejudice and professional development that UCR HR offers, advising student Committee Members to consider this opportunity.

8. Chair Comments
    - *Chair Funanya Ikechukwu* commented that subcommittee members should meet outside of the SSFAC meeting hours to discuss and deliberate questions for their respective departments. This would help streamline the Final Committee Discussion during Spring Quarter.

9. Adjourn: **12:01 PM**
    - *Motion to Adjourn by Rishika Salvi, Seconded by Sally Tavizon.*
        - ***Adjournment Approved without Objections.***